

To: David Harris; Mayor's Charter School Director
From: 21st Century Charter School

1/4/04

Re: Process Details and Directions: Subject Mayor Director of Charter Schools and 21st Century Charter School Board of Directors approval

The following is a step-by-step detailing of the process for admission of students. The accountant's tasks are as follows:

1. Certify that, with the information given by the School, the process was fairly conducted and all applicants were included in the lottery.
2. The Monday before the lottery, take possession of the applications, application roster, and lottery slips, and check to make sure that all students are represented by the slips accurately.
3. On March 19, 2004, at 10:30 a.m., call the lottery to order and supervise the selection of names and placing of names on a lottery board. Compile the final selections and verify with applications for a final check.

PROCESS:

1. Applications did not ask for any demographic information other than the following: parents or guardian name, address, e-mail, grade level, gender, former school, and former school corporation.
2. Applications were sent to all parents on the waiting list and to all applicants that were not successful in the lottery last year.
3. All family members were placed on a single one page application.
4. PROCEDURE FOR PROCESSING APPLICATIONS:
 - a. As applications were received in the office, they were given directly to the principal.
 - b. He took the applications, placed the names on the lottery roster, and assigned lottery numbers directly to the application.
 - c. Then, the information was highlighted with colored highlighter markers so the original application was marked visibly.
 - d. Once the applications and lottery numbers were thoroughly checked, the principal made a copy and retained the copy of the original in his files.
 - e. Then, the applications were given to the secretary. She entered them in a database with lottery numbers and mailing addresses. She also checked to make sure that: numbers had been assigned, the address was correct, and that the lottery numbers matched the grade level.
 - f. APPLICATION RECEIPTS: After recording the application information on the database and double-checking to make sure information was correct, then the application was copied again and the copy was mailed to the applicant as a receipt along with a letter from the principal acknowledging receipt.

- g. With every communication with applicants, they were encouraged to make sure they got the receipt and letter, and were asked to call if they felt it had not been returned. So, APPLICANTS WERE ENCOURAGED TO DOUBLE CHECK WITH US TO MAKE SURE THEY RECEIVED RECEIPTS.
- h. IMPORTANT: When the final mailing is sent to applicants or on the day of the lottery itself, everyone that has a receipt can make sure that their children's lottery numbers are on the roster and were in the containers for each grade level for lottery purposes.

THE LOTTERY PROCESS:

1. For each child, a uniform sized slip of paper (index card thickness) will be made with the child's lottery number in black. The siblings of that child will have their lottery numbers in red below the student's personal lottery number.
2. The lottery slips will be kept in numerical order prior to the lottery and banded together for security. The principal's copies of the applications will be used with the lottery roster to assign the numbers. The lottery slips will be separated by grade level.
3. The week of the lottery, the accountant will verify that there is a slip for each applicant and that siblings number match the lottery numbers on the families application.
4. THE LOTTERY DAY PROCEDURES: We should arrive at 10:00 a.m. and the lottery will take place in the 21st Century Charter School multi-purpose room. A video tape will be made of the proceedings with audio for documentation
 - a. A large lottery board with available spots will be displayed in the room.
 - b. Grade level containers will be marked and used to place the slips in. The containers will be solid colors so as to prevent looking into them.
 - c. The rules of the lottery will be read to the audience clearly. They are as stated below:

“When a grade level reaches capacity for the current School year according to the plan above, a lottery will be held on the third Friday of March and the results announced the following week before spring vacation begins. The lottery will be by grade level. The law allows for preferences to be made for siblings. The lottery will start in grade 6 and work its way down to Kindergarten. If the oldest member of a family is chosen, then the brothers and sisters will be placed in their grades and will not enter the lottery IF THERE ARE SPACES STILL AVAILABLE. If one of the younger members of the family is selected in the lottery, then preference for other siblings will not be guaranteed.

IF THERE IS A NON-LOTTERY GRADE LEVEL WHERE APPLICANTS DO NOT EXCEED THE SPACES AVAILABLE, THE SIBLINGS OF THE STUDENTS IN

THAT GRADE LEVEL WILL BE REMOVED FROM THE APPROPRIATE GRADE LEVELS AND PLACED ON THE BOARD BEFORE THE LOTTERY BEGINS.

The lottery will be governed by only a few basic rules:

- a) **All students who have applied will be allowed to enter;**
- b) **The law allows for preferences to be made for siblings. The lottery will start in grade 6 and work its way down to Kindergarten. If the oldest member of a family is chosen, then the brothers and sisters will be placed in their grades and will not enter the lottery IF THERE ARE SPACES STILL AVAILABLE. If one of the younger members of the family is selected in the lottery, then preference for other siblings will not be guaranteed. *****
- c) **The lottery will be conducted on the third Friday of March of each year;**
- d) **It is understood that students enrolled in the School will be able to re-enroll for the following school year as long as they are in good standing with the School. It is further understood that if a student is enrolled in the School and a sibling desires to attend the School, that child will be given preference so the entire family can attend the same school the following school year.”**

(Lottery Procedure, continued.)

- d. After reading the rules, the audience will be given a chance to ask any final questions. Once questions have been addressed, the lottery will begin.
- e. IF THERE IS A NON-LOTTERY GRADE LEVEL WHERE APPLICANTS DO NOT EXCEED THE SPACES AVAILABLE, THE SIBLINGS OF THE STUDENTS IN THAT GRADE LEVEL WILL BE REMOVED FROM THE APPROPRIATE GRADE LEVELS AND PLACED ON THE BOARD BEFORE THE LOTTERY BEGINS.
- f. The slips will be folded and placed in the jars in front of the audience, assuring that all slips are included, one grade level at a time.
- g. The sixth grade jar will be drawn first. A neutral person, if available, in the audience will be asked to shake the jar and then draw a name.
- h. The number will be announced and the slip placed on the board in the first sixth grade space.
- i. If a slip drawn has sibling numbers attached, they will be removed from the grade level (s) slip packets and will be placed on the appropriate grade level space on the lottery board.
- j. A person will be recording on a separate sheet the minutes of the proceedings and will have a paper chart where they will write the numbers as drawn as a back-up of the proceedings.
- k. The procedure will continue as described until all spaces for Grade 6 are filled. Then will continue until all lottery slips have been drawn to establish a waiting list that will be in the order drawn.
- l. The procedure will be repeated as detailed above for Grade 5, then Grade 4, then Grade 3, then Grade 2, then Grade 1, and ending with Kindergarten.
- m. When finished, the lottery slips will stay on the lottery board as drawn. The sheet being kept separately will be compared to the board for accuracy.

n. The accountant will then declare the proceedings closed.

FOLLOWING THE LOTTERY:

- On Monday, March 24, lottery result reports will be sent to each family notifying them of the status of their student(s)' application status.
- Parents of students that were selected will be notified of the registration process whereby they must complete all enrollment papers and information for the school.
- Parents will be notified of the waiting list and the order of the waiting list.
- Students that do not register or turn down the enrollment at the school will be replaced by students on the waiting list in the order they were drawn in the lottery.

The procedures described were approved in 2002 during the charter application process.

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